

Broughton in Amounderness Parish Council

Meeting arrangements: Finance Committee

Tuesday 4th March 2025 at 6:45pm

The Toll Bar Cottage, 476 Garstang Road, Preston, Lancs, PR3 5JB

A G E N D A

Doc. Ref

1. Welcome by Chair
2. Apologies
3. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
4. Minutes of Council Meetings Item 1
To approve minutes of the meeting held on Tuesday 21st January 2025.
5. Banking and Accounting Item 2
 - 5.1 To discuss and review the report in relation to bank accounts as submitted by the Clerk.
 - 5.2 Internal Audit – Formally instruct Holdens Accountants for the Parish Council Internal Audit 2024-2025.
6. Overview of Accounts Item 3
 - 6.1 Review finance reports circulated (income, reconciliation, budgets)
7. Fencing Quotes Item 4
 - 7.1 Review the quotes received for the new fencing at the Toll Bar Cottage
 - 7.2 Agree which contractor to instruct to undertake the aforementioned works.
8. Events Item 5
 - 8.1 Discuss and review the proposed budget requirement for VE Day commemorations and the Village Egg Hunt.
9. CIL
 - 9.1 Note the Cil payment tracker and the CIL payments due ahead of year

CLERK
Published: 26/02/2024



end.

10. Date of Next Meeting

Full Council Meeting – Tuesday 15th April 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 2EY



Broughton in Amounderness Parish Council

Proceedings of the Finance Committee Meeting held on
Tuesday 21st January 2025 at 6:45pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. M Bell
Cllr. P Bunting

Jessica Dibble – Parish Clerk

Min 210143 Welcome by Chair of Finance

The Chair, Cllr. N Parkinson, chaired the meeting in order of business and welcomed all attendees.

Min 210144 Apologies

All Finance Committee members present.

Min 210145 Declarations of interests

Cllr. P Hastings declared an interest in Item 7, concerning the grant application submitted by Woodplumpton Primary School.

Min 210146 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 10th December 2024 as a correct and accurate record.

Proposer: Cllr. P Hastings
Seconder: Cllr. N Parkinson

Min 210147 Budget and Precept Requirements

It was resolved to submit the Precept request to Preston City Council for the amount of £45,000.

This increase accounts for the additional expenditure required for the community asset, The Toll Bar Cottage. The new budget also includes the costs for the additional contractual services we have entered into this year, such as CCTV, fire servicing, and forecast maintenance works. As a result, the overall annual budget for Cottage Maintenance costs has increased to £4,000.

Broughton in Amounderness Parish Council

Min 210148 Accounts

The committee reviewed the following financial reports:

- Bank reconciliations
- Transactions to date
- Account balances

The current balances as at 14th January 2025 were noted as follows:

Unity Account:	£88,113.70
CCLA Account:	£900,000.00

Total Assets: £998,113.70

It was agreed the second CCLA investments account would be set up and used during the next financial year.

Min 210149 Grant Request

Due to the declared interest, Cllr. P Hastings left the room and did not participate in the discussion or decision-making process regarding this item.

DRAFT

The Committee reviewed the grant application submitted by Woodplumpton PTFA for financial support towards refurbishing the outdoor area at Woodplumpton St Anne's CE Primary School and resurfacing the school's football pitch.

Members expressed concerns regarding the application, particularly the lack of clarity on the number of children attending the school from the Parish and the overall benefit to the local community.

It was resolved that the Committee would consider the information provided by the representatives at the full Council meeting, with a final decision on the grant application to be made following a thorough review of all relevant and presented information.

Min 210150 Parish Council Asset

This matter was discussed during minute **210147**.

The committee agreed, that due to rising maintenance costs at Toll Bar Cottage, which have increased this year and are expected to rise further in 2025-2026, the budget has been adjusted to £4,000 to accommodate these expenses.

Broughton in Amounderness Parish Council

210150 Date of Next Meeting

Finance Committee Meeting – Tuesday 4th March 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Chairman Cllr. N Parkinson Closed the meeting at 19:25

DRAFT

Finance Committee Report: Consolidation and Transparency of Accounts

Date: 21st February 2025

Prepared for: Finance Committee

Prepared by: Jessica Dibble (Clerk)

Objective

To review and consolidate the Council's financial accounts, ensuring that each account has a defined purpose, promotes transparency, and maintains compliance with audit requirements. The aim is to streamline financial management while ensuring funds are appropriately allocated.

Current Financial Accounts Overview

Account Name	Purpose	Balance as of 21.02.2025
Unity Trust Bank (Reserves)	General Council Reserves	£21,810.90
Unity Trust Bank (CIL Interest)	Interest accrued from CIL funds	£38,344.04
Unity CIL Account	CIL funds	£28,004.62
CCLA Account (CCLA 1)	CIL funds	£900,000.00 (includes £55,850 Council Reserves)

The Council is in the process of applying for a **CCLA 2 account**, intended as a second reserves account specifically earmarked for the maintenance of the community building, allotments, and refurbished park.

Proposed Financial Restructuring

1. Transfer of Council Reserves to CCLA 2
 - Move the £55,850.00 Council Reserves currently held within CCLA 1 to the new CCLA 2 account.
 - This will ensure that the CCLA 1 account is purely for CIL funds, enhancing transparency.
2. Redirection of CIL Interest to CCLA 2

- Redirect the approximate £3,500 per month in CIL interest from the Unity Trust Bank (CIL Interest) account to CCLA 2.
 - This would provide a steady maintenance funding stream for community assets.
3. Final Allocation of CCLA 2 Funds
- Combining the £55,850.00 Council Reserves with the Unity CIL Interest money (£38,344.04) would establish an initial balance of £94,194.04 in CCLA 2.
 - This will serve as a dedicated maintenance fund for key community assets.
4. Future CIL Payments
- We could seek to have all CIL payments paid into the Primary CIL account with CCLA.
5. Reducing the Number of Accounts
- The Unity Trust Bank (CIL Interest) account would no longer be required after transferring its balance to CCLA 2.
 - This would reduce the number of accounts from five to four, simplifying financial oversight and reconciliation.
 - Additionally, we could redirect Preston City Council CIL payments to our Primary CIL account meaning that we could reduce the number of accounts from a potential of 5 to 3.
-

Rationale for Consolidation

- **Transparency & Audit Compliance:** Each account will have a clear and distinct purpose, reducing ambiguity in financial reporting and audit reviews.
 - **Efficiency:** Fewer accounts mean a reduction in reconciliation efforts and improved clarity in financial management.
 - **Structured Financial Planning:** Allocating reserves and interest revenue directly to specific maintenance needs will support long-term sustainability.
 - **Avoidance of Unnecessary Transfers:** Frequent fund movements can create the impression of non-essential transfers. A structured allocation ensures money remains in designated accounts for clear purposes.
-

Recommendation 1

The Finance Committee is advised to:

1. Approve the transfer of **£55,850.00 from CCLA 1 to CCLA 2** (once the account is open)
2. Approve the **redirection of CIL interest (£3,500/month) to CCLA 2.**

3. Close the **Unity Trust Bank (CIL Interest) account** once the funds are transferred.
4. Maintain **four accounts** with distinct purposes:
 - **Unity Trust Bank (Reserves)** – General Reserves
 - **Unity CIL Account** – CIL Funds
 - **CCLA 1** – Primary CIL Fund Account
 - **CCLA 2** – Dedicated Maintenance Reserve Account

Recommendation 2

The Finance Committee is advised to:

1. Approve the transfer of **£55,850.00 from CCLA 1 to CCLA 2** (once the account is open)
2. Approve the **redirection of CIL interest (£3,500/month) to CCLA 2.**
3. Close the **Unity Trust Bank (CIL Interest) account** once the funds are transferred.
4. Approve the **redirection of CIL payments from Preston (currently in Unity) to CCLA 1 with other CIL monies**
5. Close the **Unity Trust Bank (CIL payments) account** once the funds are transferred.
6. Maintain **three accounts** with distinct purposes:
 - **Unity Trust Bank (Reserves)** – General Reserves
 - **CCLA 1** – Primary CIL Fund Account
 - **CCLA 2** – Dedicated Maintenance Reserve Account

Rationale

- **Transparency & Audit Compliance:** Each account will have a clear and distinct purpose, reducing ambiguity in financial reporting and audit reviews.
- **Efficiency:** Fewer accounts mean a reduction in reconciliation efforts and improved clarity in financial management.
- **Structured Financial Planning:** Allocating reserves and interest revenue directly to specific maintenance needs will support long-term sustainability.
- **Avoidance of Unnecessary Transfers:** Frequent fund movements can create the impression of non-essential transfers. A structured allocation ensures money remains in designated accounts for clear purposes.

Council will enhance transparency, reduce administrative burdens, and create a sustainable financial structure for future community development.

Financial Information 24th February 2025

Unity Trust Bank (Reserves)	
Balance as at Last FC 14.01.2025	25,370.22
Outgoing	8231.97
Incoming	4672.65
Balance as at 24.02.2025	21,810.90

CCLA	
Balance as at Last FC 14.01.2025	900,000.00
Outgoing	0.00
Incoming	0.00
Balance as a 24.02.2025	900,000.00

Unity Trust Bank T1 (CiL)	
Balance as at Last FC 14.01.2025	28,004.62
Outgoing	0.00
Incoming	137.14
Balance as at 24.02.2025	28,141.76

Unity Trust Bank T2 (CiL interest)	
Balance as at Last FC 14.01.2025	34,738.86
Outgoing	1,067.47
Incoming	4,672.65
Balance as a 24.02.2025	38,344.04

Please see transfer table below as some 'incoming' and 'outgoing' transactions were transfers between accounts such as CiL interest monies.

Outgoing transactions

Source	amount	notes	DD	Retro	cash	Date
Three Mobile	7.20	Office Phone	X			15.01.2025
NEST	77.46	Pension	X			23.01.2025
Nurture Landscapes	546.90	Grass Cutting		X		29.01.2025
S Rostron	133.50	Lengthsman Expenses		X		29.01.2025
J Dibble	1235.26	Wages		X		29.01.2025
Nest	77.46	Pension		X		31.01.2025
Service Charge	6.00	Bank Charge	X			31.01.2025
Easy Websites	47.52	Website / email hosting	X			03.02.2025
S Rostron	40.00	Lengthsman Expenses		X		04.02.2025
S Rostron	1404.00	Contracted Services		X		04.02.2025
Xero	39.60	Accounting services	X			05.02.2025
Broughton Club	25.00	Room Hire		X		12.02.2025
S Rostron	45.00	Expenses (fuel)		X		13.02.2025
S Rostron	55.89	Expenses (Flowers)		X		13.02.2025
S Rostron	152.10	Expenses (Flowers)		X		13.02.2025
S Rostron	67.41	Expenses (Flowers)		X		13.02.2025
BLA	414.90	War Statues		X		13.02.2025
Three Mobile	7.20	Office Phone	X			17.02.2025
HMRC	167.60	PAYE Tax		X		17.02.2025
Les Brown	14.94	Radiator repair exp		X		17.02.2025
J Dibble	36.89	Toilet rail		X		17.02.2025
J Dibble	24.96	Easter Event Exp		X		17.02.2025

Incoming Transactions

Source	To Account	amount	notes	Received
CCLA Interest	Unity Current	3605.18	See below as transfer to Cil Interest Unity	04.02.2025
Donation	Unity CIL INT	200	See transfer to Current account	12.02.2025
HMRC refund	Unity CIL INT	157.04	See transfer to Current account	12.02.2025

Transfers

From	To	Amount	notes	Received
Unity Current	Unity Cil	3,605.18	Cil Interest	04.02.2024
Unity Cil interest	Unity T 1	867.47	HMRC Refund	12.02.2025
Unity Cil interest	Unity T 1	200.00	Donation	12.02.2025

Signed _____

Signed _____

Profit and Loss

Broughton Parish Council For the year ended 31 March 2025

2025

202 - Sundry Income: Bank fee refund	100.00
204 - Sundry Income: Bank interest	294.18
216 - Sundry Income: CCLA income from Investments	38,189.00
222 - Sundry Income: Grasscutting	6,246.00
226 - Sundry Income: LCC - Lengthsman	500.00
232 - Precept	39,750.00
234 - Sundry Income: Grants Received	1,800.00
238 - Sundry Income	200.00
Total Turnover	87,079.18

Gross Profit **87,079.18**

Administrative Costs

402 - Bank charges	150.30
410 - General admin: Clerks fees	10,233.77
414 - Other payments: Community events	521.63
418 - Other payments: DEFIB Maintenance	1,153.40
424 - General admin: External audit fees	1,050.00
426 - General admin	707.50
428 - Grasscutting	4,557.50
430 - General admin: HMRC	1,952.48
431 - General admin: NEST	1,034.02
434 - General admin: Insurances	1,225.74
440 - General admin: Internal auditor	1,250.00
442 - Other payments: IT software & equipment	163.67
452 - Plants/ flower exp: Lengthsman	2,196.14
453 - Maintenance and Repair EXP: Lengthsman	380.98
462 - Other payments: Neighbourhood Plan	3,268.00
492 - General admin: Printing, Postage and Stationery	794.83
504 - Xero	330.62
508 - General admin: Room hire	50.00
512 - Subscriptions LALC /SLCC/ICO/CPRE/Community Futures	811.88
514 - Toll Bar Cottage Grant	10,500.00
516 - Other payments: Toll Bar Cottage Maintenance costs	3,339.76
522 - Other payments: Traffic calming	54.99
524 - General admin: Training & Travel	453.58
532 - Wallings Accountants	1,645.00
534 - Other payments: War Memorial	345.75
538 - General admin: Website maintenance and hosting	358.82
540 - Other payments: Wreath	115.00
546 - General admin: Donations	760.00

2025

548 - Cil expenses	57,006.90
550 - CIL Lengthsman Costs	13,930.50
Total Administrative Costs	120,342.76
Operating Profit	(33,263.58)
Other Income	
248 - CiL	42,606.28
Total Other Income	42,606.28



Quote 1

Fence

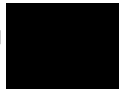


Reply Rej

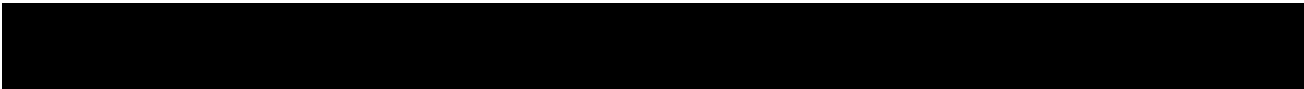
Good afternoon,

To remove the fence and post re concrete 5 new posts, materials and labour to the new dance line £ 395.75

Regards Daniel



Quote 2



To: Jessica Dibble <clerk@broughtonparishcouncil.org.uk>

Subject: Fence

would like to discuss the removal of the existing fence and the erection of a new one at the new boundary. The estimated cost for materials will be approximately £540, which includes the additional hours required for the work.

Steve.

Report to Council: Village Egg Hunt and Family Fun Afternoon

Event Overview:

The Village Egg Hunt and Family Fun Afternoon is scheduled to take place on Saturday 19th April 2025. The event will begin at 11:00 AM with an exciting egg hunt on King George's Field, where children will search for hidden eggs. Once collected, they can exchange their plastic eggs for surprises at Toll Bar Cottage.

Activities and Schedule:

Following the egg hunt, from 12:00 PM to 2:00 PM, a range of engaging activities will be available for children, including:

- Face painting
- Egg and spoon race
- Easter egg painting
- Cake decorating
- Other fun activities to be confirmed

Community Engagement and Fundraising:

Residents are encouraged to participate and support a **fundraising initiative for Woodplumpton Primary School**, specifically contributing to the development of a new outdoor area. Donations from attendees will be welcomed and appreciated.

This event will also platform the Toll Bar Cottage and generate additional revenue for the community café.

Sponsorship and Donations:

Booths has generously donated items for the event, and we are currently awaiting responses from other local stores regarding additional contributions of Easter eggs.

Health & Safety Considerations:

To ensure child safety, any child participating in face painting will be required to have an accompanying adult sign a waiver before the activity takes place.

Conclusion:

This event aims to foster community spirit, provide entertainment for local families, and support a meaningful cause.

Budget:

Current spend to date: £24.96

Anticipated spend in total: £150.00

Remaining budget £125.04 (if approved)

Report to Council: VE Day 80th Anniversary Celebrations

Event Overview:

The Village will commemorate the 80th Anniversary of VE Day on Thursday, 8th May 2025, with a series of events aimed at honouring veterans and remembering those who served. The celebration will include historical displays, afternoon tea, recorded testimonies from veterans, and a dedicated memorial service.

Proposed Events

Thursday 8th May 2025:

War Memorabilia Display: Historical artifacts and war memorabilia will be exhibited around the Toll Bar Cottage for public viewing.

Veteran Stories Compilation: The Clerk will record interviews and stories from veterans, compiling them into a short video.

Afternoon Tea for Veterans: A formal afternoon tea will be hosted for veterans from Broughton and a nominated guest, by official invitation only at the Toll Bar Cottage from 2pm on the 8th May.

Sunday, 11th May 2025:

1:00 PM - War Memorial Gathering: Community members will meet at the War Memorial, where we will ask Broughton High School's music students to perform wartime music.

Memorial Speech: The Chair of the Council will deliver a commemorative speech in honour of those who served.

2:00 PM - Memorial Service: A dedicated service will be held at Broughton Church to further honour the occasion.

Budget:

Council to discuss and agree the proposed budget per head for afternoon tea.

Monies will be paid to Broughton Parish Community Charity cottage for the cost per head, staffing assistance and room hire.

Conclusion:

These events will provide a meaningful way for the community to reflect on the sacrifices made during World War II, ensuring that the stories and contributions of veterans are preserved for future generations.